EVERGREEN AREA
Chamber of Commerce

How To
Update Your Directory Listing on the Chamber Website

Step 1: Go to EvergreenChamber.org and click "Member Login". Enter your login info.

If you need your login information please contact our Operations Team at
(303) 674-3412 or admin@evergreenchamber.org

Step 2: Click "Company Information" on the left side of the page under the "Shortcuts" menu.

Step 3: A new menu will open on the same side. Click "Website Information".

Step 4: Fill out all fields including Social Network Services, Web Description, and Keywords.

Good To Know:

Web Description is public facing and displayed on the "about" section of your directory page.

Keywords are back end only. These are the common search terms that people may use to find your listing. For example, a restaurant business may put keywords like "food" "open now" or "appetizers".

Step 5: Click "Save Changes" at the bottom of the page. You're done!